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MINUTES
VERNON TOWN COUNCIL REGULAR MEETING
TOWN HALL - 14 PARK PLACE - 3rd Floor
VERNON, CONNECTICUT

November 19, 2013- 7:30 PM

Mayor Daniel Champagne called the meeting to order at 7:30 PM

A) PLEDGE OF ALLEGIANCE:

ROLL CALL

ROLL CALL:

Present: Council Members Pauline Schaefer, Virginia Gingras, Julie Clay, Brian Motola, Steve Wakefield, Steven Peterson, Adam Weissberger, Bill Campbell, John Kopec, Michael Winkler and Ann Letendre

Absent: Council Member Kim Appleyard

Entered During Meeting:

Also Present: Mayor Daniel Champagne, Town Administrator John Ward, Recording Secretary Danielle Forand

ADOPTION OF TOWN COUNCIL SCHEDULE 2014-2015

Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the adoption of the Town Council schedule 2014-2015 (see attachment). Motion carried unanimously.

ADOPTION OF TOWN COUNCIL RULES

Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the adoption of the Town Council Rules (see attachment). Motion carried unanimously.

NOMINATION AND ELECTION OF MAYOR PRO TEMPORE

Council Member Motola, seconded by Council Member Campbell made a motion to approve the Nomination and Election of Steve Wakefield as Mayor Pro Tempore. Motion carried unanimously.

B) CITIZEN'S FORUM

John Kopec, 24 Jan Drive, Congratulated the new Council Members with pens.

Citizen's forum closed at 7:36 PM

C.) PUBLIC HEARING

None.

D.) PRESENTATIONS

Lieutenant Bill Meier, EMD Michael Purcaro and Assistant Fire Chief Steve Eppler presented an Integrated Municipal Preparedness and Collaborative Training After Action Report from an August IMPACT training.

F.) ACTION ON CONSENT AGENDA

Council Member Wakefield, seconded by Council Member Weissberger made a motion to approve the consent agenda items as presented # C1- C-5 and C-9. Motion carried unanimously. Council Member Wakefield, seconded by Council Member Weissberger made a motion to move Consent Agenda items # 6-8.

- C 1. Request for Tax Refunds for the Current and Prior Year.** (A copy of a memorandum from Terry Hjarne, Collector of Revenue, to John D. Ward, Town Administrator dated November 8, 2013 is included in the Council packet.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES TWENTY-THREE (23) OVERPAYMENTS FOR THE CURRENT YEAR TOTALLING \$8338.03 AND THREE (3) PRIOR YEAR OVERPAYMENTS TOTALLING \$704.87 AS OUTLINED IN THE MEMORANDUM FROM TERRY HJARNE, COLLECTOR OF REVENUE TO JOHN D. WARD, TOWN ADMINISTRATOR DATED NOVEMBER 8, 2013.

- C 2. Request the Town Council approve budget amendment #2,3,4,5, and 6 for fiscal year 2013-2014 as provided by Finance Officer James Luddecke on the budget amendment forms attached to this agenda.**

(Amendment #1 will return at a later date for approval.)

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES BUDGET AMENDMENT REQUESTS #2,3,4,5, and 6 FOR FISCAL YEAR 2013-2014 AS OUTLINED IN THE BUDGET AMENDMENT FORMS PROVIDED BY FINANCE OFFICER, JAMES M. LUDDECKE.

- C 3. Request the Town Council approves Mayor Daniel A. Champagne's appointment of William J. Nicholson , (R), 86 Huntington Drive, Vernon, Connecticut as a regular member of the Local Historic Properties Commission.** (Mr. Nicholson's resume is included for Council review. Mr. Nicholson is completing the unexpired term of Mr. Courtois)

PROPOSED MOTION:

PURSUANT TO ORDINANCE NO. 185 (TOWN CODE SEC. 2-122) THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A . CHAMPAGNE'S APPOINTMENT OF WILLIAM J. NICHOLSON, (R), 86 HUNTINGTON DRIVE, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE HISTORIC PROPERTIES

COMMISSION FOR A TERM TO COMMENCE ON NOVEMBER 20, 2013 AND EXPIRES ON APRIL 3, 2014.

- C 4.** **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Thomas Aitkin, (R), 88 Hatch Hill Road, Vernon, Connecticut as a regular member of the Energy Improvement District Board.** (A copy of Mr. Aitkin's resume is included.)

PROPOSED MOTION:

PURSUANT TO THE TOWN OF VERNON ORDINANCE # 292 AND TOWN CODE SECTION 3(A), THE TOWN COUNCIL HEREBY APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF THOMAS AITKIN (R), 88 HATCH HILL ROAD, VERNON, CONNECTICUT AS A REGULAR MEMBER OF THE ENERGY IMPROVEMENT DISTRICT BOARD, SAID TERM TO BEGIN NOVEMBER 20, 2013 AND EXPIRES ON JUNE 30, 2018.

- C 5.** **Request the Town Council approve the appointment of Mayor Daniel A. Champagne to the Bolton Lakes Regional Water Pollution Control Authority.**

PROPOSED MOTION:

PURSUANT TO ORDINANCE NO. 242 THE VERNON TOWN COUNCIL HEREBY APPROVES THE APPOINTMENT OF DANIEL A. CHAMPAGNE, (R), 14 PARK PLACE, VERNON, CONNECTICUT TO THE BOLTON LAKES REGIONAL WATER POLLUTION CONTROL AUTHORITY FOR A TERM BEGINNING NOVEMBER 20, 2013 AND EXPIRES ON NOVEMBER 8, 2015.

- C. 9.** **Request the Town Council approve Mayor Daniel A. Champagne's appointment of Robin C. Lockwood, (U), 121 Huntington Drive, Vernon, Connecticut as an alternate member of the Design Review Advisory Commission, said term to commence on November 20, 2013 and expires November 19, 2016.** (A copy of Ms. Lockwood's resume is included for Council review.)

PROPOSED MOTION:

PURSUANT TO ORDINANCE #268, TOWN CODE SEC. 10-105 - 10-108 THE TOWN COUNCIL APPROVES MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF ROBIN C. LOCKWOOD, (U), 121 HUNTINGTON DRIVE, VERNON, CONNECTICUT AS AN ALTERNATE MEMBER OF THE DESIGN REVIEW ADVISORY COMMISSION, SAID TERM TO COMMENCE ON NOVEMBER 20, 2013 AND EXPIRES ON NOVEMBER 19, 2016.

G.) IDENTIFICATION AND ADOPTION OF ADDITIONAL ITEMS
None.

H.) PENDING BUSINESS
None.

I.) NEW BUSINESS

1. **Request the Town Council authorizes Mayor Daniel A. Champagne to sign any and all documents relative to the State of Connecticut Department of Emergency Management and Homeland Security Grant Program.**

PROPOSED RESOLUTION:

BE IT RESOLVED THAT THE TOWN OF VERNON MAY ENTER INTO WITH AND DELIVER TO THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY RELATIVE TO THE 2014 EMERGENCY MANAGEMENT AND HOMELAND SECURITY GRANT PROGRAM, ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY AND APPROPRIATE.

BE IT FURTHER RESOLVED THAT DANIEL A. CHAMPAGNE , AS THE MAYOR OF THE TOWN OF VERNON IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE TOWN OF VERNON AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH HE DEEMS TO BE NECESSARY OR APPROPRIATE FOR THE STATE OF CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY GRANT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to authorize Mayor Daniel Champagne to sign any and all documents relative to the State of Connecticut Department of Emergency Management and Homeland Security Grant Program.

Emergency Management Director, Mike Purcaro was present. Discussion took place.

Motion carried unanimously.

2. **Request the Town Council waive the bid procedure for the purchase of Extrication Equipment and accessories from Firematic Supply Company.** (See memo dated November 6, 2013 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward, Town Administrator regarding same.)

PROPOSED MOTION:

RESOLVED, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE ACQUISITION OF HURST JAWS

OF LIFE EXTRICATION EQUIPMENT AND ACCESSORIES FOR FIRE RESCUE TRUCK 441, FROM FIREMATIC SUPPLY COMPANY, INC., 651 BROOK STREET, ROCKY HILL, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$27,275.00; AND FURTHER AUTHORIZES THE TOWN ADMINISTRATOR TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to waive the bid procedure for the purchase of Extrication Equipment and accessories from Firematic Supply Company.

Fire Chief, William Call was present. Discussion took place.

Motion carried unanimously.

3. **Request the Town Council authorize Mayor Daniel A. Champagne to apply for funding through the CRCOG 2013 Regional Performance Incentive Program (RPIP) Grants and further authorize Mayor Champagne to execute any and all documents for same.** (See memorandum from John D. Ward, Town Administrator to Mayor Daniel A. Champagne and the Vernon Town Council dated November 6, 2013 regarding same.)

PROPOSED RESOLUTION:

Whereas Section 4-124s as amended by Section 251 and 253 of Public Act 13-247 passed by the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

Whereas the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

Whereas on October 23, 2013 the Policy Board of CRCOG passed a resolution authorizing development and submittal of an application package to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

Whereas, the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

Whereas the Town of **Vernon** has expressed an interest in taking part in the project proposal(s) entitled

1. Regional Nutmeg Network Connections
2. Regional Computer Forensics Laboratory
3. Human Resources On-line Clearinghouse and Templates

Now, Therefore Be It Resolved that the **Vernon** Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Mayor Champagne or his designee to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to authorize Mayor Champagne to sign all necessary documents in reference to the Regional Performance Incentive Program Project Proposal.

Motion carried unanimously.

4. **Request the Town Council waive the bid procedure for the repair of a steam boiler at Rockville High School by Crest Mechanical Services of Hartford, Connecticut.** (See memorandum dated November 12, 2013 from James M. Luddecke, Finance Officer and Treasurer to John D. Ward , Town Administrator regarding same.)

PROPOSED MOTION:

RESOLVE, THE TOWN COUNCIL, CONSISTENT WITH THE TOWN CHARTER, CHAPTER 12, SECTION 9, HEREBY WAIVES THE BID PROCEDURE FOR THE REPAIR OF A STEAM BOILER AT ROCKVILLE HIGH SCHOOL, BY CREST MECHANICAL SERVICES, 41 WALNUT STREET, HARTFORD, CONNECTICUT, IN AN AMOUNT NOT TO EXCEED \$190,485.00; AND FURTHER, AUTHORIZES THE TOWN ADMINISTRATOR, TO EXECUTE ON BEHALF OF THE TOWN OF VERNON ANY INSTRUMENT (S) TO THAT EFFECT.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to waive the bid procedure for the repair of a steam boiler at Rockville High School by Crest Mechanical Services of Hartford, Connecticut.

Finance Director, Jim Luddecke was present. Discussion took place.

Motion carried unanimously.

J.) **INTRODUCTION OF ORDINANCES**
None

K.) **ACTION ON ORDINANCES PREVIOUSLY PRESENTED**

None

L.) **DISCUSSION OF ADDITIONAL AGENDA ITEMS, PULLED CONSENT ITEMS FROM F) AND PULLED ITEMS FROM O) INFORMATIONAL ITEMS, ETC**

C. 6. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Harold R. Cummings, Esq. as Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF HAROLD R. CUMMINGS, ESQ., AS TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Weissberger made the above motion to appoint Harold R. Cummings, Esq. as Town Attorney. Discussion took place.

Motion carried with 7 in favor and 4 against.

C. 7. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Elizabeth C. Foran, Esq., as Assistant Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF ELIZABETH C. FORAN, ESQ., AS ASSISTANT TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Peterson made the above motion to appoint Elizabeth C., Esq. as Assistant Town Attorney. Discussion took place.

Motion carried unanimously.

C. 8. Request the Town Council affirm Mayor Daniel A. Champagne's appointment of Martin B. Burke, Esq., as Assistant Town Attorney.

PROPOSED MOTION:

THE TOWN COUNCIL, CONSISTENT WITH CHAPTER XI, SECTION 5, ENTITLED "OTHER OFFICERS", HEREBY AFFIRMS MAYOR DANIEL A. CHAMPAGNE'S APPOINTMENT OF MARTIN B. BURKE, ESQ., AS ASSISTANT TOWN ATTORNEY.

Council Member Wakefield, seconded by Council Member Peterson made the above motion to appoint Martin B. Burke, Esq., Assistant Town Attorney. Discussion took place.

Motion carried unanimously.

M.) ADOPTION OF MINUTES

Council Member Wakefield, seconded by Council Member Weissberger made a motion to waive the reading of and approve the minutes of the October 15, 2013 regular Town Council meeting. Motion carries with 9 in favor and 2 abstentions.

N.) Executive session
None.

O.) INFORMATIONAL ITEMS, PETITIONS, COMMUNICATIONS, CORRESPONDENCE, REPORTS, ETC. NOT REQUIRING ACTION

1. Monthly Report for September, 2013 for the Town Clerk, as submitted by Bernice K. Dixon, Town Clerk.
2. Monthly Report for September, 2013 for the Police Department, as submitted by Stephen M. Clark, Captain of Police.
3. Monthly Update for the CCM PROACT Prescription Discount Card Program from Gina Calabro, Director of Member Services.
4. Public Act No 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities.
5. Monthly Report for September, 2013 for the Building Department as submitted by Harry Dan Boyko, Building Official.
6. Monthly Report for October, 2013 for the Town Clerk, as submitted by Bernice Dixon, Town Clerk.
7. Thank You Letter dated November 7, 2013 from Hockanum Valley Community Council, Inc., to Mayor George F. Apel and the Town Employees, thanking them for their "Food Challenge" donations .

Adjourn (9:15PM)

Council Member Weissberger, seconded by Council Member Peterson made a motion to adjourn. Motion carried unanimously.

Received:

Approved:

Respectfully Submitted,

Danielle Forand
Recording Secretary



Office of the Mayor

Daniel A. Champagne
Vernon-ct.gov

TO: Vernon Town Council

FROM: Daniel A. Champagne, Mayor

DATE: November 13, 2013

RE: Town Council Meeting Schedule 2014

Daniel A. Champagne
Mayor
(860) 870-3600John D. Ward
Town Administrator
(860) 870-3665

Pursuant to FOI requirement, the Town Council as well as all Boards and Commissions must file a schedule of regular meetings by January 31st of each year with the Town Clerk. Below please find a list of said meetings for the Town Council to consider. Traditionally, the Town Council's meetings are held the first and third Tuesday of the month, at 7:30 PM in the Memorial Building, 14 Park Place, Third Floor, Town Council Chambers, Vernon, Connecticut. It should be noted that this proposal honors the Town Council normal summer schedule consisting of one meeting in July and August. The schedule further proposes that the first meeting in September, September 2, 2014 be eliminated due to its proximity to the Labor Day holiday weekend; and November 4, 2014 Election Day is normally considered for cancellation.

2014 REGULAR TOWN COUNCIL MEETINGS

January 7, 2014	January 21, 2014
February 4, 2014	February 18, 2014
March 4, 2014	March 18, 2014
April 1, 2014	April 15, 2014
May 6, 2014	May 20, 2014
June 3, 2014	June 17, 2014
July 15, 2014	August 19, 2014
September 16, 2014	October 7, 2014
October 21, 2014	November 18, 2014
December 2, 2014	December 16, 2014

PROPOSED MOTION:

THE TOWN COUNCIL HEREBY APPROVES THE 2014 TOWN COUNCIL MEETING SCHEDULE AS PRESENTED IN THE MEMORANDUM FROM MAYOR DANIEL A. CHAMPAGNE TO THE VERNON TOWN COUNCIL DATED NOVEMBER 13, 2013.

TOWN COUNCIL

RULES OF PROCEDURE

*Perhaps underlying all rules is a sense of parliamentary courtesy;
One must debate measures, not members.
Thus, speakers in a meeting treat one another with the
finest decencies of society.
Decorum is understood.*

Regular Meetings

Regular Meetings shall be held on the first and third Tuesday of each month at 7:30 p.m., starting January, 2014.

Special Meetings

Special Meetings may be called at the pleasure of the Mayor or by seven (7) members of the Council after giving twenty four (24) hours notice in advance. The Mayor, or if seven (7) members of the Town Council agree, the Administration shall be empowered to deliver notice of a Special Meeting stating designated time, to each member of the Council twenty four (24) hours hence. Citizen's Forum specifically regarding agenda items will be included at all Special Meetings.

Robert's Rules

Robert's Rules of Order, 11th edition, shall be strictly adhered to except where there is a conflict with the Charter or question of interpretation of the Charter, or except as modified by the *Town Council Rules of Procedure*.

Time Limit

The time limit of Council meetings will be 10:00 p.m. unless extended by a vote of two-thirds of members present.

General Rules

1. The purpose of this section is to describe the procedure for the placement of items upon the Town Council Meeting Agenda.
 - A. All matters that require action or consideration by the Town Council shall be submitted to the Town Administrator in writing in a paper format before one o'clock (1:00 p.m.) on the Monday of the week before the next Town Council meeting. All matters that require action or consideration by the Town Council that is an electronic submission must be submitted in a PDF, WORD or other compatible digital format to the Town Administrator and to the Executive

Assistant before one o'clock (1:00 PM) on the Monday of the week before the next Town Council meeting. Administration may provide additional information on an existing agenda item.

- B. The Town Council, by two thirds (2/3rd) vote of the members present, may act upon or consider a matter if that matter is submitted by the Mayor's Administration which includes all departments, any Boards and Commissions, and or a member of the Town Council in writing to the Town Council after one o'clock (1:00 pm) on the Monday of the week before the next Town Council meeting.
 - C. Additional information, documentation or other material that are not appended to the Council agenda at the time of delivery shall not be considered by the Town Council as part of the official record of the current meeting.
2. Notwithstanding unusual circumstances, the Mayor shall cause to be prepared electronic packets of materials relative to matters to be considered at Regular Meetings. Said packets shall be delivered electronically to all Town Council members after 5:00 p.m. on the Thursday preceding the Regular Meeting via Council Members Town of Vernon email accounts, unless special arrangements are made with Administration. In addition, each agenda and minutes shall be posted on the Town of Vernon website consistent with the Connecticut Freedom of Information Rules. Council members are requested to contact the Office of the Mayor prior to regularly scheduled meetings should additional clarification of any packet material be desired. Special Meeting packets shall be delivered.
3. Following the call of the roll at each Regular Meeting, there shall be a "Citizen's Forum" on matters of concern relative to our local government, of not greater than fifteen (15) minutes duration, unless extended by a majority of the Town Council members present. The time limit for any one speaker shall be five minutes unless the limit is extended by a majority vote of the Town Council members present. The Town Clerk or Recording Secretary will maintain the official time and notify the speakers when their time is up. The Mayor shall serve as Moderator during the "Citizen's Forum."

The meeting shall then proceed as follows:

- a) Pledge of Allegiance
- b) Roll Call
- c) Citizen's Forum
- d) Executive Session
- e) Public Hearings
- f) Presentations by the Administration
- g) Action on Consent Agenda
- h) Discussion of Pulled Consent Items
- i) Pending Business
- j) New Business

- k) Introduction of Ordinances
 - l) Action on Ordinances Previously Presented
 - m) Identification of and Adoption of Additional Agenda Items
 - n) Discussion of Additional Agenda Items and Information Items
 - o) Adoptions of Minutes
 - p) Informational Items, Petitions, Communications, Correspondence, Reports, etc. not requiring action.
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- 4. The reports of all boards, committees, commissions or authorities appointed by the Council or Mayor shall be in writing.
 - 5. Consistent with the charter, the Clerk shall maintain and keep record of the proceedings of the Council. The Recording Secretary shall not be required to include speeches.
 - 6. Meetings of the Town Council shall be audio recorded and kept according to the State Retention Schedule. To keep clarity on the audio, when any Council member desires to speak, he/she shall address the Mayor and, upon receiving the floor, shall speak clearly into the microphone and confine himself/herself to the question under discussion.
 - 7. Any of the rules of the Council may be temporarily suspended by two thirds of the members present and voting in the affirmative.
 - 8. As required, the Mayor is authorized to request the Council to consider agenda matters out of the normal agenda order when persons in attendance have been requested to appear and speak to a particular agenda item.
 - 9. Roll Call votes shall be taken by the Recording Secretary on an ascending alphabetical basis.
 - 10. Routine items throughout the Agenda may be designated with the letter "C:" said items shall be considered as a Consent Agenda. Any Council Member may request an item to be pulled from the Consent Agenda. Items removed from the Consent Agenda shall be considered in their normal sequence on the Regular Agenda. The Consent Agenda may be adopted by a single motion.
 - 11. A Council Member shall not speak more than twice (2) on any motion or amendment thereto, the Council Members speaking time shall not exceed five minutes (5) each time on any motion or amendment thereto. No yielding, transferring or accumulating time shall be permitted by Council Members. No Council Member shall speak for a second time until all others have had an opportunity to speak once.